

AADE DEAP POLICY



POLICY NUMBER: 2

TITLE: RENEWAL APPLICATION PROCESS

POLICY

AADE-accredited DSMT programs are eligible for re-accreditation/renewal. Renewal will be awarded for duration of four years for those programs whose application for renewal is approved based on the criteria for maintaining ongoing compliance with the National Standards for Diabetes Self-Management Education and Support (NSDSMES) and AADE accreditation program requirements.

PROCEDURE

Applicant Role

Up to four months prior to the DSMT program's accreditation expiration, an application for "renewal" can be submitted online. DSMT Program will submit supporting documentation:

- Recent (within past 6 months) de-identified chart
- Documentation of Stakeholder Input with proof that the CQI project was presented and a new plan agreed upon
- Past year's CQI Project results and the coming year's CQI plan
- Annual Status Report

AADE Role

The program coordinator will be sent a notice that renewal is due ninety days prior to expiration.

AADE staff will review the application, and supporting documents (see below) within 4-6 weeks of receipt, and using the criteria below, determine eligibility for awarding program renewal for accreditation.

- Information from the application will be reviewed in the context of the DSMT program's history throughout the accreditation period with respect to requirements related to *Policy 5: Compliance Enforcement* (e.g., timeliness with annual performance reports, and/or requests for submission of materials, appropriate notification of change in status and timely resolution of any corrective actions).
- If significant discrepancies are found between the required reporting documents and the application for renewal or if there are any other concerns related to compliance, AADE staff will contact the DSMT program coordinator to discuss and request the submission of additional documents/materials if needed.
- If based on material submitted and communication with the DSMT program coordinator, there is reason to believe that information was not provided as required and/or that the DSMT program is not in substantial compliance with the NSDSMES and AADE

accreditation program requirements, *Policy 4: Deficiency Notification and Corrective Action*, will be implemented and an on-site audit may be conducted.

- If information is not submitted as required or if falsification of information is substantiated, accreditation renewal will be denied.
- If the DSMT program fails to submit an application for renewal prior to the expiration date, they will lose accreditation status.
- Renewal applications may be submitted up to four months prior to the expiration date.

RENEWAL PROCESS

Policy originally written in 2008
Updates: 2010, 2011, 2013, 2014,
2017

